




**TrackOne - Technical Guidance Bulletin
TTGB – 2006-12**

TO: Regional Operators
Indianapolis Private Industry Council
Regional Coordinators

FROM: William R. Miller 
Director, Career Services

DATE: November 29, 2006

SUBJECT: Youth Provider or Eligible Training Program Number

Purpose

- To discontinue the use of “tracking numbers” when reporting occupational skills training for youth enrolled in the Workforce Investment Act.
- To remind Workforce Investment Act service providers to enter the “eligible training program” number from Education & Training Choices (the State’s eligible training provider list) in the participant’s case file or TrackOne case notes when reporting occupational skills training.

Content

Youth Tracking Number

Previously, Workforce Investment Act youth service providers were instructed to enter a “tracking number” when reporting occupational skills training. The tracking number was used to identify the provider and synopsis of training provided. With the TrackOne system and limited number of contracted service providers, use of the tracking number for state participant reporting purposes is no longer required. This does not preclude case notes that youth service providers normally provide.

Eligible Training Program Number

Education & Training Choices, the State’s eligible training provider list, provides a number for each training program. Previously, Workforce Investment Act service providers were instructed to enter an “eligible training program number” when reporting occupational skills training. With the TrackOne system it is no longer necessary to enter the eligible training program number into the automated case management system. However, it is required to enter the eligible training program number into either the client’s case file or TrackOne case notes when reporting occupational skills training. This does not preclude case notes that case managers/service providers normally provide.

The Trade Adjustment Assistance Act does not currently require the use of the state's eligible training provider list when reporting occupational skills training. Therefore, Trade Adjustment Assistance Coordinators are not required to enter the eligible training program number at this time. The requirement will come after the completion of the Trade Adjustment Assistance/TrackOne training.

The contact person regarding this bulletin is:

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2006-10	Transferring a Participant from One Region to Another Region in TrackOne
2006-09	Use of Z Codes following Conversion to TrackOne
2006-08	WIA Tier Progression Documentation Requirements for TrackOne
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2006-06	Clarifications and Additions to TTGB 2006-04 Entitled "Case Management System Usage"
2006-05	Data Correction Protocol
2006-04	Case Management System Usage
2006-03	Allowing Log on Capabilities for Case Managers Providing Services at Multiple Locations within One Region
2006-02	To Establish the Procedure for Removing Former Employees' Password Rights to the TrackOne Case Management System
2006-01	Youth Testing Requirements (Out-of-School)